



## Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

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### Section 101 - Human Resources

Human Resources - 101.00		
S.O.P. # 101.07	<b>Leave Policy</b>	PAGE: 1 OF 3
EFFECTIVE: 07/01/2001	Authorized: John Filer, Chief	
REVISED: 07/18/2017	Authorized: William Stephens, Director	

#### 101.07.01 Purpose

The purpose of this SOP is to establish guidelines and general procedures for non-exempt personnel submitting a request for leave.

#### 101.07.02 General

For a comprehensive overview of the County's policy on Leave, please refer to Chapter 17 of the *Charles County Personnel Policies and Procedure Handbook*.

#### 101.07.03 Policy

Per the *Charles County Personnel Policies and Procedure Manual*, leave is authorized absence during regularly scheduled work hours that is preapproved by the proper authority. Employee leave requests may be authorized with or without pay in accordance with the work requirements of the County.

1. All training, vacation and/or holiday leave must be submitted thirty (30) days prior to the date/s requested.
2. Leave will be granted on a first come first served basis.
3. Leave requests will only be accepted as far out as one hundred and eighty (180) days in advance.
4. No more than two (2) persons per shift may be granted leave at the same time.
5. Employees may not utilize sick leave for scheduled vacations or training.
6. Employees requesting time off without an adequate amount of accrued leave will be charged compensatory time.
7. Personnel who do not have enough accrued leave or compensatory leave for the time they are requesting may not borrow leave. Any granted leave will be done so without compensation.



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8. Once the shift/s referenced on the leave request have been filled, the leave request may not be rescinded except for the following reasons:
  - a. The employee requested leave for training and it was cancelled.
  - b. The employee requested leave for a medical appointment or procedure and it was cancelled.
  - c. Relinquishing a shift that has been filled is at the sole discretion of the employee filling that shift.
9. Operations may deny leave based on the overall mandatory minimum staffing levels in the County.
10. Employees assigned to a shift work schedule may not take more than four (4) consecutive shifts off in a row.
11. Floating holidays, personal days, and annual leave used to cover FMLA and approved training hours are exempt from the total hours approved per year.
12. The following tables articulate the number of hours of annual leave that are earned each year by every employee based on years of service. Leave earned for years of service coincides with the number of hours of pre-approved annual leave that will be granted:

Table 1: Charles County Government Leave Accrual

Years of Service	Monthly Annual Leave Accrual	Yearly Annual Leave Accrual
0-3	8 hours	96 hours
4-9	10 hours	120 hours
10-14	12 hours	144 hours
>14	14 hours	168 hours

Table 2: DES Permissible Holiday/Leave Hours per Employee

Years of Service	Annual Permissible Holiday/Leave Hours Per Employee
<1 (Probationary year)	48 hours
1-3	96 hours
4-9	120 hours
10-14	160 hours
>14	200 hours

13. The substitution of compensatory time for annual leave used will be counted toward the employee's permissible hours of pre-approved leave.



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14. Once an employee reaches the maximum permissible hours per year of pre-approved vacation hours, employees may use compensatory time as long as the requested shift meets the following criteria:
  - a. Leave must be submitted thirty (30) days prior to the date requested.
  - b. Leave requests will only be accepted as far out as one hundred and eighty (180) days in advance.
  - c. No more than two (2) persons per shift may be granted leave at the same time.
  - d. If the request for leave is less than thirty (30) days in advance, the employee is required to find adequate coverage for their shift.
  - e. Operations may deny leave based on the overall mandatory minimum staffing levels in the County.
15. Due to difficulty in covering vacancies on holidays, leave requests for major holidays will only be accepted if suitable coverage has already been secured. Major holidays have been identified as:
  - a. New Year's Day,
  - b. July 4<sup>th</sup>;
  - c. Thanksgiving Day;
  - d. Christmas Day.

### 101.07.04 Procedures

1. Employees requesting leave must complete a *Leave Request Form* and submit it through their chain of command to the Operations Captain.
2. Leave Requests may be denied or cancelled by Operations if:
  - a. A suitable substitute/replacement is not found or assigned,
  - b. Granted leave will result in personnel manning below the acceptable standards;
  - c. Leave slips are not submitted within the appropriate time frame;
  - d. Major events in the County warrant the cancellation of leave.
3. Employees should not consider their requested leave approved until their form has been returned with an approval signature and the leave requested is reflected on the duty schedule.